

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Embassy Ashgabat	2. AGENCY STATE	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Update of Duties and Responsibilities

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
HRO

Guard FSN-710

3

GLA

05/28/2004

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

Regional Security Office

a. First Subdivision

Local Guard Force

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

11/01/2007

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

11/01/2007

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

See Attached

14. MAJOR DUTIES AND RESPONSIBILITIES

See Attached

% OF TIME

13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Senior LGF/Mobile Patrol Guard on duty, with oversight by the LGF Supervisor, RSO/ARSO and Marine Detachment, as appropriate, safeguards USG personnel and property by means of performing security guard duties at the various locations that comprise U.S. Mission Ashgabat.

14. MAJOR DUTIES AND RESPONSIBILITIES

90% - Guard duties:

Maintains full familiarity and compliance with all General and Post/Specific guard orders for which s/he is responsible.

Provides routine guard coverage on a regular or rotating shift at either a stationary post, reception point, or walking patrol at any one of U.S. Mission Ashgabat's various guard posts.

Controls access to buildings and grounds in accordance with the Mission's general and post/specific guard orders, departmental guidance, and other security standards as appropriate. In this regard, also maintains a post security log to record routine activities, security incidents, and to keep track of security equipment at the various guard posts.

Ensures that all visitors are screened properly and depart in a timely and orderly fashion after notification of visit termination.

Inspects packages and bags of parties entering mission premises, in accordance with standing guard orders and/or procedural instructions.

Inspects vehicles entering mission premises in accordance with Departmental and Mission procedural guidelines.

Maintains order in waiting lines and controls access to the chancery lobby during consular section visa hours.

Provides timely notification up the chain of command in cases of emergencies, disturbances, and/or issues of security and safety concern.

Functions as part of the Mission's emergency REACT team under the direction of the guard supervisor.

5% - Attends English-language, physical, and special readiness training as assigned.

5% - Performs other duties as assigned by the LGF Supervisor and the RSO/ARSO.

15. REQUIRED QUALIFICATIONS

- a) Education:** Completion of secondary school.
- b) Prior Work Experience:** One year's general work experience required.
- c) Post Entry Training:** On-the-job training will be provided by the guard supervisor and senior guard on duty during the incumbent's initial six months on duty and before promotion to the full performance level.
- d) Language Proficiency:** Level II - Limited knowledge of English required, higher levels are desirable. Level III - Good working knowledge of Russian and Turkmen languages is required.
- e) Knowledge:** Must have good knowledge of the area and a basic understanding of how embassy security concerns interface with local law enforcement practices.
- f) Skills and Abilities:** Ability to deal calmly, professionally and effectively with members of the public, colleagues (both American and Turkmen) and official visitors. Ability to work nights, overtime, extra shifts and unusual hours. No physical limitations, which would prevent carrying out normal guard duties, including foot patrols. Be able to learn how effectively use security equipment (baton, handcuffs and radio).

16. POSITION ELEMENTS

- a) Supervision Received:** Direct supervision from the Senior Guard/Mobile Patrol Guard on duty and the oversight of the LGF Supervisor, RSO/ARSO and Marine Detachment as appropriate.
- b) Available Guidelines:** Standing general and post/specific guard orders, written and oral orders and Departmental policies.
- c) Exercise of Judgment:** Must exercise good judgment when dealing with the public, particularly when dealing with volatile personalities and situations. Must have the presence and competence to deal with situations without the use of force, but must also be able to judge judicious use of force is warranted. Must be able to determine what incidents and concerns need to be reported immediately up the chain of command. Integrity is absolutely essential.
- d) Authority to Make Commitments:** None.
- e) Nature, Level and Purpose of Contacts:** Working level contacts with colleagues, local police officials assigned to protect USG installations and with levels of the public who visit the mission and its various components.
- f) Supervision Exercised:** None.
- g) Time Required to Perform Full Range of Duties:** Six months.